

Quick Reference

Loading paper

Loading trays

CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

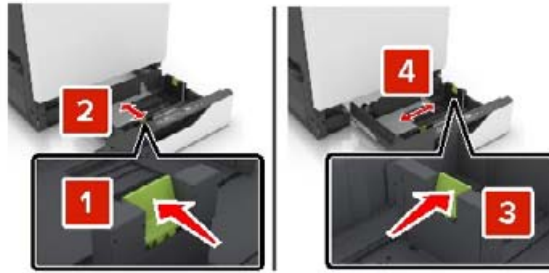
1 Pull out the tray.

Note: To avoid paper jams, do not remove trays while the printer is busy.

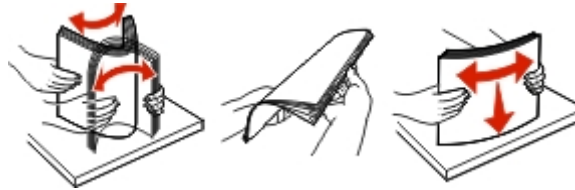


2 Adjust the guides to match the size of the paper that you are loading.

Note: Use the indicators on the bottom of the tray to position the guides.



3 Flex, fan, and align the paper edges before loading.



4 Load the paper with the printable side faceup.

Note: Load envelopes only in the optional envelope tray.

Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives in the optional envelope tray.

Notes:

- Load letterhead faceup with the header on the left side of the tray for one-sided printing.
- Load letterhead facedown with the header on the right side of the tray for two-sided printing.
- Load letterhead faceup with the header on the right side of the tray for one-sided print jobs that require finishing.
- Load letterhead facedown with the header on the left side of the tray for two-sided print jobs that require finishing.
- Load pre-punched paper with the holes toward the front or left side of the tray.
- Load envelopes with the flap side down and against the back side of the tray. Load European envelopes with the flap side down and against the left side of the tray.
- Do not slide paper into the tray.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.

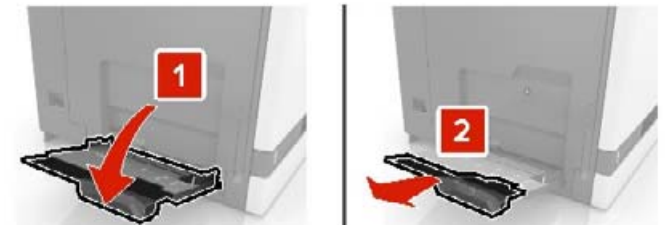


5 Insert the tray.

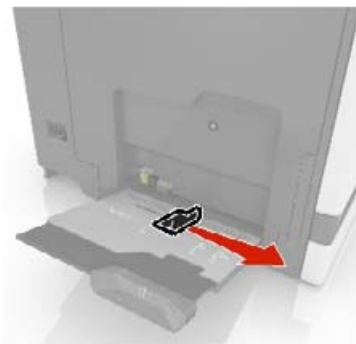
If loading a paper type other than plain, set the paper size and paper type in the Paper menu to match the paper loaded.

Loading the multipurpose feeder

1 Open the multipurpose feeder.



- 2 Adjust the guide to match the size of the paper you are loading.



- 3 Flex, fan, and align the paper edges before loading.



- 4 Load the paper.

- Load paper, card stock, and transparencies with the printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the left side of the paper guide. Load European envelopes with the flap side up and entering the printer first.



Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

- 5 From the control panel, set the paper size and type to match the paper loaded in the tray.

Setting the size and type of the specialty media

The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

- 1 From the home screen, navigate to:
Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source
- 2 Set the size and type of the specialty media.

Printing

Printing from a computer

Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

- 1 From the document that you are trying to print, open the Print dialog.
- 2 If necessary, adjust the settings.
- 3 Print the document.

Printing confidential and other held jobs

- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select **Use Print and Hold**, and then assign a user name.
- 5 Select the print job type (Confidential, Repeat, Reserve, or Verify).
If the print job is confidential, then enter a four-digit PIN.
- 6 Click **OK or Print**.
- 7 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > select your user name > Confidential > enter the PIN > select the print job > configure the settings > Print
 - For other print jobs, navigate to:
Held jobs > select your user name > select the print job > configure the settings > Print

Canceling a print job

From the printer control panel

- 1 From the home screen, touch **Job Queue**.
Note: You can also access this setting by touching the top section of the home screen.
- 2 Select the job to cancel.

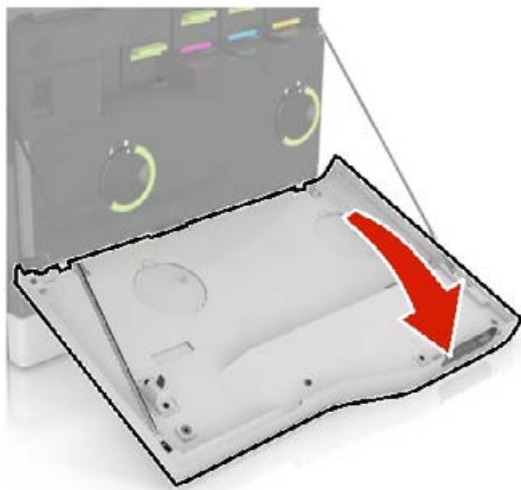
From the computer

- 1 Depending on the operating system, do either of the following:
 - Open the printers folder, and then select your printer.
 - From the System Preferences in the Apple menu, navigate to your printer.
- 2 Select the job to cancel.

Maintaining the printer

Replacing a toner cartridge

1 Open door A.

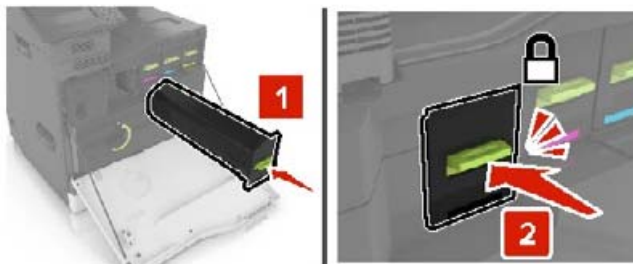


2 Remove the toner cartridge.



3 Unpack the new toner cartridge.

4 Insert the new toner cartridge until it *clicks* into place.



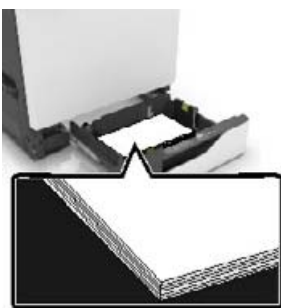
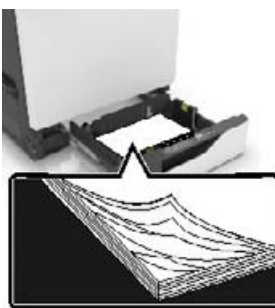
5 Close door A.

Clearing jams

Avoiding jams

Load paper properly

- Make sure that the paper lies flat in the tray.

Correct loading of paper	Incorrect loading of paper
	

- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.

- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Paper jam in trays

- 1 Pull out the tray.



- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



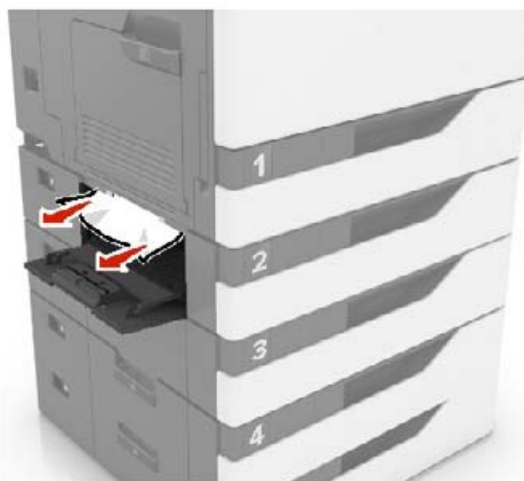
- 3 Insert the tray.

- 4 Open the tray cover.



- 5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



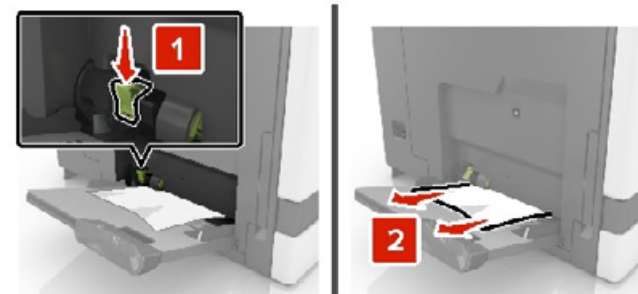
- 6 Close the tray cover.

Paper jam in the multipurpose feeder

- 1 Remove paper from the multipurpose feeder.

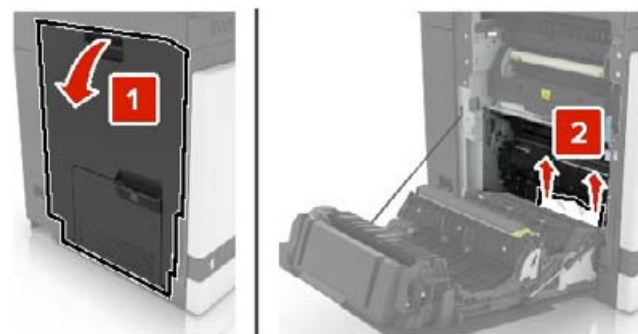
- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



- 3 Open door B, and then remove any paper fragments.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



- 4 Close door B.

- 5 Flex, fan, and align the paper edges before loading.



- 6 Reload paper.


Paper jam in the standard bin

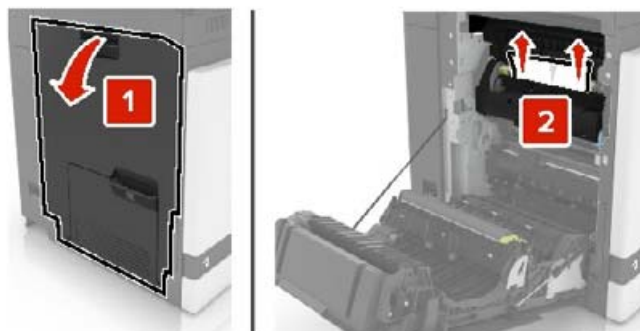
- 1 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



- 2 Open door B, and then remove any paper fragments.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.




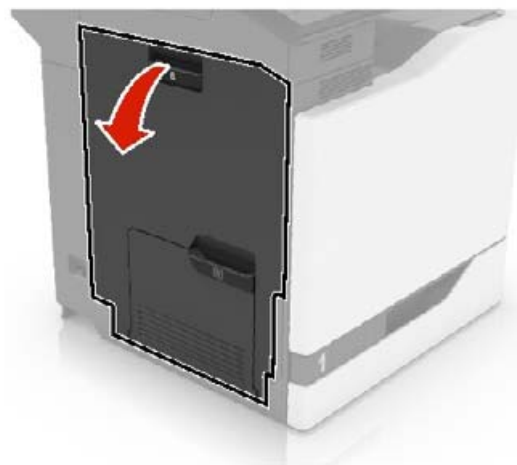
- 3 Close door B.

Paper jam in door B

Paper jam in the fuser

- 1 Open door B.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

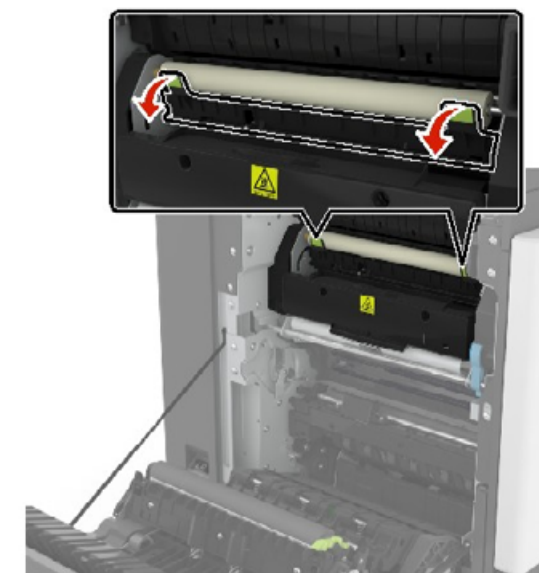


- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

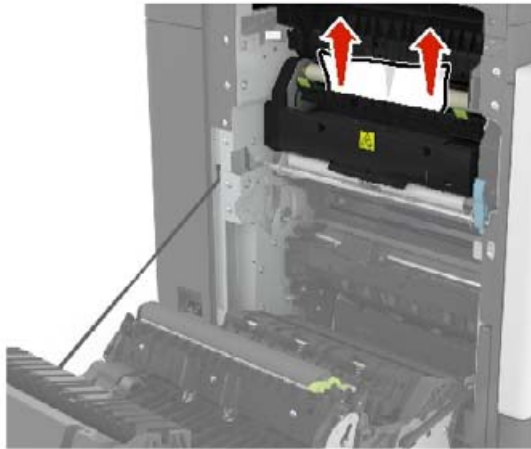


- 3 Open the fuser access door.



- 4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

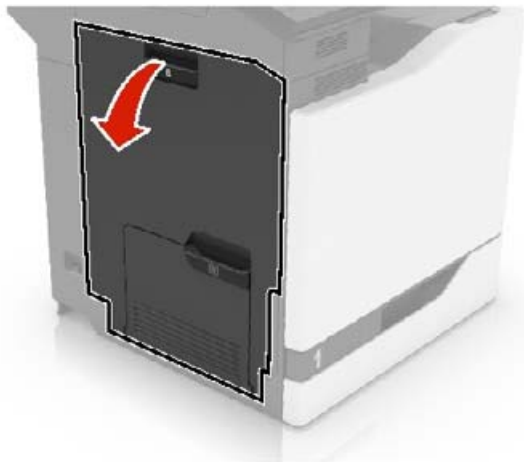


5 Close door B.

Paper jam in the duplex unit

1 Open door B.

CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

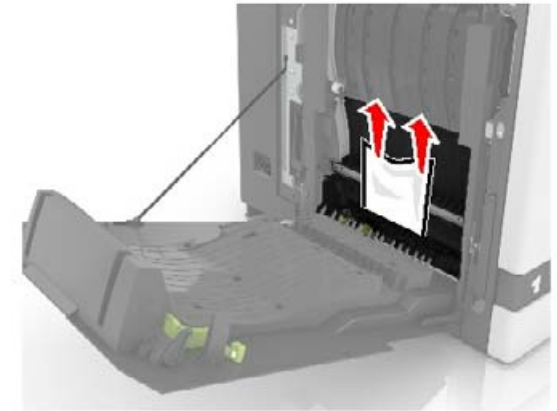


3 Open the duplex cover.



4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



5 Close the duplex cover and door B.